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10 August 1953

The soul

Security Information

ETHORANDIN FOR : Chie

Chief, Seneral Services Office

Chief, Logistics Office

Comptroller

FIRSTOT

: Cemeral Services.

REFERENCE

I Weno dtd 22 Jul 53 to c/rsc, c/to, and Comp fr A-DD/A, same

subject.

- 1. I have considered the replies to the referenced memorahdum concerning the possibility of eliminating the General Services Office and disposing of the compensate thereof to the Logistics Office and the Office of the Comptrolter. Tentatively, I am disposed to proceed with this plan. It is my belief that economies in personnel and money can be effected through this action.
- 2. I am anxious to avoid setting up an Administrative Services Division in the lagistice Office, if possible, because I believe that the creation of such a Division would tend to offset the savings that might otherwise be attained.
- 3. The following is a proposed disposition of the components of the Ceneral Services Office:

Unit

Meposition

Printing and Reproduction Division

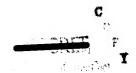
Fould become a Division of the Logistics Office. To it would be added the Printing Advisory Staff now in the Office of the Chief.

Records Services Division

Office of the Chief Wachine Records Branch Records Wanagement and Distribution Pranch (less Wail Control Section) Would report to the Chief, Organimation & Methods Forvice, Office of the Comptroller.

Wall Control Section

Sould become a Section under the Administrative Office of Logistics.



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Maposition

Space, Maintenance, and Parilities Division

Meter Pool Branch

Would become a Branch under the Trensportation Division, Logistics Office.

Space Acquisition and Utilization Branch Building Maintenance and Utilities Branch Tould report to the Real Patate and Commtruction Division, Logistics Office.

Office of the Chief

Would be climinated. Personnel would be absorbed.

h. Please be prepared to discuss this matter with me not later than 12 August 1953. I shall also be clad to have your written comments if you care to submit them.

10/

L. E. MITE Acting Deputy Director (Administration)

